



United States
Department of
Agriculture

Farmers
Home
Administration

Washington
D.C.
20250

FmHA AN No. 2850 (1951-C)
August 19, 1993

SUBJECT: Return of Internal Revenue Service (IRS)
Tax Information

TO: FmHA State Directors, District Directors,
and County Supervisors

PURPOSE/INTENDED OUTCOME:

The purpose of this administrative notice (AN) is to instruct all field offices which store IRS tax return information in connection with the Refund Offset Program to return that information to the FmHA Finance Office for destruction.

COMPARISON WITH PREVIOUS AN:

No previous AN has been issued on this subject.

IMPLEMENTATION RESPONSIBILITIES:

The FmHA Operational Security Staff (OSS) is responsible for the protection and destruction of all IRS tax return information which is received directly from the IRS or which is created by FmHA from information received from the IRS as part of the Refund Offset Program.

FmHA State Directors, District Directors, and County Supervisors must ensure that all IRS tax return information currently being stored at field offices is sent to the Operational Security Staff, 1520 Market Street, FC-35B, St. Louis, Missouri 63103.

The information should be packaged with "OPEN BY ADDRESSEE ONLY" written on the outside of the package. No reference to the package contents should be visible on the outside of the package.

The information which should be returned to the OSS is identified as:

- 60-Day Due Process Notice Report (dated 1990 or prior);
- Report Code 222C, Weekly Offset Report for Cash Collections, IRS Offset; and
- Report Code 222D, Weekly Claims Report for IRS Offset.

EXPIRATION DATE:
July 31, 1994

FILING INSTRUCTIONS:
Preceding FmHA
Instruction 1951-C




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Complaints of discrimination should be sent to:
Secretary of Agriculture, Washington, D.C. 20250

Tax returns, Form W-2's, and other tax information provided by the borrower for verification of income is not considered tax return information under the Refund Offset Program. This information should not be returned to the OSS.

All office locations must ensure that the information is forwarded by close of business 30 days from the date of this AN.

If you have any questions concerning this AN, please contact the OSS at 314-539-6645.


LEONARD HARDY, JR.
Acting Deputy Administrator
for Management